

PS-08.02, "Educational Administration," July 1, 2001

SCDC POLICY/PROCEDURE

NUMBER:PS-08.02

TITLE:EDUCATIONAL ADMINISTRATION

ISSUE DATE: JULY 1, 2001

RESPONSIBLE AUTHORITY:DIVISION OF EDUCATIONAL SERVICES

OPERATIONS MANUAL:PROGRAM SERVICES

SUPERSEDES: PS-08.02 (September 30, 1999)

RELEVANT SCDC FORMS/SUPPLIES: 17-5, 17-7

ACA/CAC STANDARDS: 3-4415, 3-4416, 3-4422-1

STATE/FEDERAL STATUTES: S.C. Code Ann. 59-1-110 et seq. (1976), 24 S.C. Code Ann. Regs. (1976)

PURPOSE: To establish guidelines for the employment of certified teachers and other educational staff members, for staff development, and for an annual review of school compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures.

POLICY STATEMENT: The SCDC will require teachers and other educational staff members to possess and maintain appropriate educational certificates issued by the South Carolina Department of Education. In addition, each institutions educational programs will be reviewed annually to verify compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures. (3-4415, 3-4416)

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SPECIFIC PROCEDURES:

1. RESPONSIBILITIES:

1.1 The Division Director of Educational Services will ensure that educational service providers are appropriately credentialed and that such credentials are current.(3-4416)

1.2 The Division Director of Educational Services will ensure that an annual review of all educational programs offered at each institution is conducted to verify compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures. (3-4415)

1.3 The Division Director of Educational Services will maintain the budget for all educational services programming.

1.4 All personnel employed by the Agency will encourage inmates to make responsible decisions in addressing their educational deficits and to take full advantage of the educational opportunities offered by the Agency.

2. CERTIFICATION AND STAFF DEVELOPMENT:

2.1 All teachers, educational counselors, school principals, and educational administrators must possess a valid teaching credential in the appropriate assigned subject or discipline, or area of responsibility, issued by the South Carolina Department of Education. (3-4416)

2.2 Each staff member is responsible for submitting the Superintendents copy of this credential to the Superintendent, Palmetto Unified School District #1 (Division Director of Educational Services). The Division Director of Educational Services will maintain these credentials during the employees tenure with the Agency.

2.3 All vocational education teachers must obtain at least a temporary or provisional certificate or permit to teach in the area for which they are being hired within 90 days of their employment date with the Agency. They must obtain a professional certificate within one year of their employment date with the Agency. (3-4416)

2.4 The Division Director of Educational Services will review the records of all teachers, educational counselors, school principals, and educational administrators on an annual basis and notify each of any deficiency in his/her certification prior to July 1st of each school year.

2.5 All teachers, educational counselors, school principals, and educational administrators must earn the necessary semester hours prior to September 15 of each year to comply with the in-field certification requirements for his/her assigned subject or discipline area as promulgated by the South Carolina Department of Education and must possess a valid in-field teaching certificate appropriate to his/her

assigned subject, discipline, or area of responsibility no later than September 15 of each year.(3-4416)

2.6 All teachers, educational counselors, school principals, and educational administrators should schedule educational course work during off-duty hours. When such classes cannot be scheduled during off-duty hours, the Agency may elect to adjust the employees work schedule, if doing so will not interfere with the normal efficient operations of the Agency. When a class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedules, employees may be allowed to use annual leave for this purpose or may be granted leave without pay in accordance with Agency leave procedures. (See SCDC Policy/Procedure ADM-11.08, "Employee Leave," and ADM-11.14, "Employee Participation in Academic Courses," for additional information.)

2.7 A teacher, educational counselor, school principal, or educational administrator who fails to maintain a valid teaching certificate under the conditions delineated above will be considered to be in violation of Agency policy and will be subject to termination from employment with the Agency. The Division Director of Educational Services will consult with the Chief, Employee Relations Branch, prior to taking any action on employee termination.

2.8 All teachers, educational counselors, school principals, and educational administrators will attend a minimum of ten days of staff development and training, including two (2) days of general district-wide training, and two (2) days of subject/discipline workshops. The remaining six (6) days will be used for planning and workshops as scheduled by the Division of Educational Services.

2.9 All training received by education employees will be documented on SCDC Form 17-7, "Training Roster," or SCDC Form 17-5, "Other Agency Training Report." Education personnel who work in institutional schools will provide this information to the school Principal or Educational Coordinator who will forward it to the Division Director of Educational Services or designee. Education personnel who work in the Division of Educational Services will provide this information directly to the Division Director of Educational Services or designee.

3. ANNUAL INSTITUTIONAL EDUCATIONAL SERVICES PROGRAM REVIEWS:

3.1 The Division Director of Educational Services will ensure that an annual review of educational programs offered at each institution is conducted to verify compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures. The school Principal and the institutions Warden will be provided with written notice of this review at least 15 working days before the scheduled review date. This review will include, but is not limited to:

- adherence to Agency policies and procedures;
- compliance with the Defined Minimum Program as mandated by the South Carolina Department of Education;
- records management;
- budget and expenditures;
- staff development and training;
- federally funded programs or contracts for services;
- program strengths or weaknesses; and
- needs assessment.

3.2 The review will be conducted by a team from the Division of Educational Services. The review team will meet with the school Principal or Educational Coordinator and the Warden or his/her designee during the review and will discuss their tentative findings, if necessary.

3.3 A written summary of the review will be completed by the team leader within 30 calendar days after the review. The summary will be submitted to the Division Director of Educational Services, who will review the request and transmit it to the school Principal or Educational Coordinator and the Warden.

3.4 A Warden may request an educational program services review at any time for all or part of his/her institutions educational services. This request may be made in writing to the Division Director of Educational Services. (3-4415)

4. GRADUATION CEREMONIES:

4.1 School principals/Educational Coordinators will ensure that graduation ceremonies are conducted at least annually. The date and time of each ceremony will be coordinated with the Warden and other appropriate institutional personnel. The date and time of the ceremony will be submitted to the Office of Executive Affairs.(3-4422-1)

4.2 Costs associated with conducting graduation ceremonies will be budgeted for and approved by the Division Director of Educational Services.

5. DEFINITIONS:

Classroom Teacher Assistant refers to a noncertified employee in a temporary position whose assignment consists of and is limited to assisting a certified teacher. The role is defined by state law under the title "Teacher Aide."

Defined Minimum Program refers to a written plan that specifies the minimum educational services that are offered by the SCDC.

Valid Teaching Credential refers to a current teaching certificate issued by the South Carolina Department of Education.

SIGNATURE ON FILE

s/ Gary D. Maynard, Director

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